

**ENGINEERING AND RELATED SERVICES  
SEPTEMBER 19, 2014**

**CONTRACT NO. 4400005141  
STATE PROJECT NO. H.009520  
LA 3168: NEW BRIDGE @ BNSF-US 90 (LAFAYETTE)  
ROUTE LA 3168  
LAFAYETTE PARISH**

**DBE/WBE GOAL = 2%**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager – Mr. Jason Lacombe  
Environmental Task Manager- Tiffinee Brown**

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will prepare an Environmental Assessment (EA) and other related documents in accordance with the National Environmental Policy Act (NEPA), to replace the existing at-grade railroad crossing on LA 3168 (Control Section 433-01) with a grade separated structure in Lafayette Parish. The Consultant will meet with the Environmental Coordinator/Project Manager within ten days after receiving the notice to proceed.

**SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

- Stage 1: Planning/Environmental
  - Part II: Line and Grade Study
  - Part III: Environmental Evaluation
    - (b) Environmental Assessment (EA)
  - Part IV: Conceptual Design

**Refer to Attachment A for detailed scope of services.**

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

## QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

## QUALITY CONTROL/QUALITY ASSURANCE

**The Prime Consultant shall submit a bridge design QC/QA plan document specifically developed for this project as part of the DOTD Form 24-102.** The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)” (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policy issued as Bridge Design Technical Memorandum No. 37 in October 2012. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA Policy can be downloaded from LADOTD Bridge Design Section website. The grading instructions, the rating matrix, and the grading sheet for the QC/QA plan document are included in Appendix G of the LADOTD Bridge Design Section QC/QA Policy. The QC/QA plan document should be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

## SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Stage 0, Environmental Determination Checklist
2. Stage 0, Preliminary Scope and Budget Checklist
3. 7-day, 24-hour Traffic Counts
4. Safety Analysis
5. Solicitation of Views Responses

## **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **545 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation based on negotiated man hours.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

## **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The Consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

## REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

Follow link below for the individual reference links:

1. AASHTO LRFD Bridge Design Specifications
2. AASHTO/ASTM Standards and/or DOTD Test Procedures
3. DOTD Standard Specifications for Roads and Bridges
4. DOTD Roadway Design Procedures and Details
5. Manual on Uniform Traffic Control Devices (Millennium Edition)
6. DOTD Traffic Signal Design Manual
7. National Environmental Policy Act (NEPA)
8. National Electric Code
9. DOTD Environmental Impact Procedures (Vols 1-111)
10. Policy on Geometric Design of Highways and Streets
11. Construction Contract Administration Manual
12. Materials Sampling Manual
13. DOTD Bridge Design Manual
14. Consultant Contract Services Manual
15. Geotechnical Engineering Services Document
16. AASHTO Manual for Condition Evaluation of Bridges
17. Manual for Maintenance Inspection for Bridges
18. Bridge Inspectors Reference Manual
19. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
20. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
21. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
22. Manual On Subsurface Investigations, Published by AASHTO, 1988;
23. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART 1- SPECIFICATIONS and PART II- TESTS, current edition;
24. ASTM Procedures and Regulations, current edition;
25. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
26. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No. FHWASA-96-038, February 1996;
27. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025
28. Vol. II, 2009;
29. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
30. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;

31. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
32. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
33. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
34. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2,
35. Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
36. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No. FHWA-IF-03-017, March 2003;
37. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.
38. AASHTO Center for Environmental Excellence Practitioner's Handbook 06 "Consulting Under Section 106 of the National Historic Preservation Act"
39. AASHTO Center for Environmental Excellence Practitioner's Handbook 11 "Complying with Section 4(f) of the U.S. DOT Act"

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant, shall have a minimum of ten years of experience in the preparation of National Environmental Policy Act (NEPA) documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have completed the "NHI course No. 142005, NEPA and Transportation Decision Making," or an equivalent course and must have a minimum of five years of experience in the preparation of NEPA documents (including Environmental Assessments) in accordance with the NEPA for the FHWA (Federal Highway Administration).
3. In addition to the above the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a) One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
  - b) Two environmental professionals, possessing a degree in Biological Science or a related field, with a minimum of five years of experience in performing Wetland Delineations (or Findings) and Threatened and Endangered Survey.
  - c) One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have

completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.

- d) One responsible member that meets the Secretary of the Interior qualifications for Architectural History.
- e) One Environmental Professional with a minimum of three years of experience with Phase I Environmental Site Assessments.
- f) One Real Estate Professional responsible for the preparation of Conceptual Stage Relocation plans. The Real Estate Professional must be licensed in the State of Louisiana responsible for the preparation of Conceptual Stage Relocation plans.
- g) One Professional Civil Engineer, registered in the State of Louisiana, with at least ten years of experience in bridge design and bridge rehabilitation, reinforced concrete and pre-stressed concrete bridges, steel plate girders, fender and pier protection systems, bridge bearings, and at least two years of experience in bridge rating.
- h) One Professional Civil Engineer, registered in the State of Louisiana, with at least five years of experience in Roadway Design.
- i) One Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana, with at least five years of traffic analysis experience and a corresponding support staff.
- j) One responsible member with a minimum of five years of experience in traffic counting and speed data collection.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

\*The Environmental (EV) performance rating will be used for this project.

### **Complexity Level – Simple**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Jason Lacombe – Project Manager
3. Tiffinee Brown
4. Chris Fournerat
5. Ryan Hoyt
6. Carl Winter

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 2% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf)**. **If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400005141, State Project No. H.009520**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, October 07, 2014**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.